

FY 2016 BUDGET REMINDERS

- **EIN# (Employee Identification Number) - must be listed on the budget**
- **SUI# (State Unemployment Insurance) must be listed if salaries are indicated on the budget**
- **Budgets with PO Box address are not acceptable**
- **If a CBO is allocating monies for salaries, the budget MUST list an amount for Fringe Benefits**
- **Minimum Rate for Fringe Benefits is 7.65% of salaries to cover FICA**
- **Fringe Benefits cannot exceed 35% of Salaries (may include Worker’s Compensation, Disability, Unemployment Insurance, Medical, Life & Pension Benefits)**
- **If a CBO is not allocating funds for Fringe Benefits, a letter stating that the CBO will take the responsibility for paying Fringe Benefits must be included with the budget**
- **If a CBO is utilizing the services of the Fiscal Agent (YMS), who is responsible for CBOs accounting, the Minimum Fringe Benefit Rate of 12.65% of salaries must be allocated**
- **Contracts with Budget Codes 9825 & 3625 that are “stand alones” & under \$25,000 will be automatically assigned to YMS with no fee charged**
- **CBOs must submit an Original General Liability Insurance Certificate for \$1 million dollars. See the Sample certificate for correct wording**
- **If a CBO wants to participate in the Central Insurance Program (CIP), 4.5% of the total budget must be allocated to CIP (CBOs will NOT be required to submit proof of insurance)**
- **Consumable Supplies: office & maintenance supplies, i.e. pens, stationery, books**
- **Equipment Purchases: computers, furniture, cameras, VCRs, printers. etc., the CBO must list all items to be purchased on budget**
- **Equipment Other: computer software, maintenance service contracts, rental & licensing fees for office equipment**
- **Travel: CBOs can charge for local travel for the employees and for the car maintenance fees for business owned vehicles used for DYCD purposes. The automobile Insurance Certificate has to list DYCD & City of New York as additional insured.**
- **Other Costs: printing, postage, t-shirts, uniforms, sports supplies, refreshments, awards, General Liability Insurance for CBOs not in CIP, Audit costs**
- **Indirect Cost: administrative overhead – maximum is 10% of the total budget**
- **CBOs under YMS cannot charge DYCD for Indirect Cost**
- **Consultant: for each consultant listed on the budget, a copy of a notarized DYCD Consultant Agreement Form along with the consultant’s resume must be submitted**
- **Consultant Agreement Modification Form required when a CBO is adjusting amount to a consultant listed on the approved budget**
- **Subcontractor: for each subcontractor listed on the budget, a copy of a notarized DYCD Sub-Contractor Agreement Form, listing the subcontractor’s EIN# and Board of Directors must be submitted. Every subcontractor must be registered in Payee Information Portal (PIP) www.nyc.gov/PIP**
- **Subcontractor Agreement Modification Form required when a CBO is adjusting amount to a subcontractor listed on the approved budget**
- **Vendors: entities retained to provide non-program services, such as security, cleaning, accounting List the fee allocated to each vendor and provide a description of services**
- **Audit Cost is indicated in Other Costs and Audit Cost Allocation Form must be submitted**
- **Space Cost: submit a Space Rental Allocation Form & a copy of a current Lease/DOE Permit. If a CBO owns the building, they must submit a copy of the Mortgage Statement. CBOs can charge for building maintenance and must attach a breakdown of maintenance fees & complete a Space Rental Form.**
- **Fiscal Conduit is for Discretionary Contracts only. A copy of a notarized DYCD Fiscal Conduit Agreement Form must be submitted**

Contract Value	Fiscal Agent Fee Per Contract
\$ 2,500-\$25,000	\$ 400
\$25,001-\$50,000	\$3,200
\$50,001-\$100,000	\$4,400
\$100,001-\$200,000	\$5,500
\$200,001-\$300,000	\$6,000
\$300,001-\$400,000	\$6,500
\$400,001-\$500,000	\$7,500
Over \$500,000	\$10,000